

**COUNTY OF LOS ANGELES
EMPLOYMENT INFORMATION**

Department of Human Resources
24-Hour Job Information Hotlines:
Open Competitive: (800) 970-5478
TTY: (800) 899-4099
<http://hr.lacounty.gov>

Please Read Carefully

1. COMPLETING YOUR APPLICATION:

- a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all your time with the County under your present payroll title.
- c. Your SOCIAL SECURITY NUMBER MUST BE INCLUDED for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- d. To receive APPROPRIATE CREDIT for education and training, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. MINIMUM OR SELECTION REQUIREMENTS are listed in the job posting.

- a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. APPLICATION DEADLINE:

- a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.
- b. Applications for positions designated “**Apply in Person**” must be filed in person at the address provided on the job posting

4. CHANGE OF NAME OR ADDRESS: To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. PROMOTIONAL EXAMINATIONS:

- a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department’s Human Resources Office must be attached to your application unless otherwise stated on the job posting.
- b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. EQUAL EMPLOYMENT OPPORTUNITY/NON-DISCRIMINATION POLICY:

- a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.
- b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

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7. VETERAN'S CREDIT: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions:

- a. During a declared war;
- b. During the period April 28, 1952 through July 1, 1955;
- c. For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976;
- d. During the Gulf War from August 2, 1990 through January 2, 1992;
- e. For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; or
- f. In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of any such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service.

8. RECORD OF CONVICTIONS: As part of the selection process you may be required to complete and submit a *Candidate Conviction History Questionnaire* (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, **unless instructed to do so**. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED. For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ form found in the website.



County of Los Angeles EMPLOYMENT APPLICATION

Department of Human Resources

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<http://hr.lacounty.gov>

1a. EXAM NUMBER		1b. EXAMINATION TITLE		OFFICIAL USE ONLY		<input type="checkbox"/> ACCEPTED <input type="checkbox"/> DENIED	
2. SOCIAL SECURITY NUMBER (needed for record control purposes)				Analyst		Date	
3. NAME Last First M.I.							
OTHER NAMES USED IN EMPLOYMENT Last First M.I.							
4. ADDRESS Number Street Apt. #							
City State Zip							
5a. HOME PHONE ()		5b. BUSINESS/MESSAGE PHONE ()		Final Score	Group	Veterans Credit	Withhold Date
5c. E-MAIL ADDRESS							
6. Please check all areas in which you would accept employment. You will be considered only for areas checked.							
A. <input type="checkbox"/> Any Area B. <input type="checkbox"/> Antelope Valley Palmdale/Lancaster C. <input type="checkbox"/> San Fernando Valley Burbank/Glendale/Northridge/Santa Clarita							
D. <input type="checkbox"/> San Gabriel Valley Pasadena/Monterey Park/El Monte/Pomona E. <input type="checkbox"/> Metro Los Angeles/West Hollywood/Eagle Rock F. <input type="checkbox"/> West Malibu/Santa Monica/Beverly Hills							
G. <input type="checkbox"/> South Inglewood/ Compton /Willowbrook/Watts H. <input type="checkbox"/> East Montebello/ Downey /South Gate/Whittier I. <input type="checkbox"/> South Bay/Harbor Carson/Torrance/Long Beach/Hermosa Beach							
7. Indicate the type of appointment you will accept: A. <input type="checkbox"/> Full-time Permanent (40 hours per week) B. <input type="checkbox"/> Temporary C. <input type="checkbox"/> Recurrent, As Needed, or Seasonal							
8. Shifts you are willing to work: A. <input type="checkbox"/> Day B. <input type="checkbox"/> Evening C. <input type="checkbox"/> Night D. <input type="checkbox"/> Rotating E. <input type="checkbox"/> On Call F. <input type="checkbox"/> Weekend G. <input type="checkbox"/> Any							
9. Do you know any language other than English? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES indicate language(s): A. <input type="checkbox"/> Read <input type="checkbox"/> Speak <input type="checkbox"/> Write B. <input type="checkbox"/> Read <input type="checkbox"/> Speak <input type="checkbox"/> Write C. <input type="checkbox"/> Read <input type="checkbox"/> Speak <input type="checkbox"/> Write							
10. Have you ever been a County of Los Angeles employee? <input type="checkbox"/> YES <input type="checkbox"/> NO If "YES," please complete the following information.							
Employee Number		Payroll Title		Item Number		Employment Status:	
Department				Department Number		<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Recurrent	
11. If a license or certificate (including Bilingual Certificate) is required for this job, list those you possess and provide dates of expiration.							
License or Certificate		Number		Date Issued		Expiration Date	
12. To qualify for employment you must be either (a) a citizen of the United States of America, or (b) a registered alien with government permission to work in this country. Does either statement (a) or (b) describe your status as a resident of this country? <input type="checkbox"/> YES <input type="checkbox"/> NO							
13. Do you claim Veterans Credit? (Veterans Credit is applicable to open competitive examinations only.) <input type="checkbox"/> YES <input type="checkbox"/> NO If "YES," attach a copy of your DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service. (See Employment Application Information Sheet for Veterans Credit criteria.)							
14. Have you ever been fired or asked to resign? <input type="checkbox"/> YES <input type="checkbox"/> NO If "YES," please attach an explanation with the name and address of the company, and the date and the reason for the termination.							
15. As part of the selection process, you will be required to complete and submit a <i>Candidate Conviction History Questionnaire</i> . PLEASE DO <u>NOT</u> SUBMIT THE <i>CANDIDATE CONVICITION HISTORY QUESTIONNAIRE</i> WITH YOUR APPLICATION. You will be instructed to submit the <i>Candidate Conviction History Questionnaire</i> at the appropriate time.							
I have read and understand that I will be required to submit the <i>Candidate Conviction History Questionnaire</i> form only when requested to do so by authorized County departmental human resources personnel: <input type="checkbox"/> Yes							

EDUCATION: High School Graduate? ☐ YES ☐ NO If “NO,” number of years completed in High School ____ GED Certificate ☐ YES ☐ NO
Show courses you have completed that are required and others directly related to the job for which you are applying. In order to receive CREDIT FOR COLLEGE WORK, be sure to include a copy of your diploma, transcript, or certificate unless otherwise directed by the job bulletin.

NAME AND LOCATION OF COLLEGES OR SCHOOLS ATTENDED	DATES ATTENDED	CREDITS COMPLETED		MAJOR SUBJECT OR COURSE	UNITS COMPLETED IN MAJOR	DEGREES OR CERTIFICATES RECEIVED
		SEMESTER	QUARTER			
	FROM					
	TO					
	FROM					
	TO					
	FROM					
	TO					

WORK EXPERIENCE: Beginning with your most recent experience, please account for all employment and any periods of unemployment in the last ten years. Include self-employment, military service, and volunteer work related to the job for which you are applying. Also list any jobs held more than ten years ago which relate to the duties of the job for which you are applying. Please list separately the PAYROLL TITLE of each job in which you have been employed. Describe the work you did as completely as possible and list each job separately. If you need additional space to describe your duties, you may attach a resume or additional documents to further describe your qualifications unless otherwise directed by the job bulletin. All the requested information **MUST** be completed.

PRESENT/LAST EMPLOYER or COUNTY DEPARTMENT					PAYROLL TITLE (for each title use a separate section)					NUMBER YOU SUPERVISED		
EMPLOYER’S ADDRESS					DUTIES							
CITY/STATE				ZIP CODE								
FROM		TO		TOTAL MOS. WORKED								
Month		Year		Month		Year						
HOURS PER WEEK		SALARY			HOURLY <input type="checkbox"/>			REASON FOR LEAVING			Are you employed by this company now? <input type="checkbox"/> YES <input type="checkbox"/> NO If “YES,” may we contact your employer? <input type="checkbox"/> YES <input type="checkbox"/> NO	
MONTHLY <input type="checkbox"/>												
EMPLOYER or COUNTY DEPARTMENT					PAYROLL TITLE (for each title use a separate section)					NUMBER YOU SUPERVISED		
EMPLOYER’S ADDRESS					DUTIES							
CITY/STATE				ZIP CODE								
FROM		TO		TOTAL MOS. WORKED								
Month		Year		Month		Year						
HOURS PER WEEK		SALARY			HOURLY <input type="checkbox"/>			REASON FOR LEAVING				
MONTHLY <input type="checkbox"/>												
EMPLOYER or COUNTY DEPARTMENT					PAYROLL TITLE (for each title use a separate section)					NUMBER YOU SUPERVISED		
EMPLOYER’S ADDRESS					DUTIES							
CITY/STATE				ZIP CODE								
FROM		TO		TOTAL MOS. WORKED								
Month		Year		Month		Year						
HOURS PER WEEK		SALARY			HOURLY <input type="checkbox"/>			REASON FOR LEAVING				
MONTHLY <input type="checkbox"/>												

Certification of Applicant: I certify that all information and statements made in this application and on any attachments pertaining thereto are true and complete to the best of my knowledge. I understand that any false information, false or misleading statement(s) of material fact or omissions may subject me to disqualification or dismissal.

Print Name _____ Signature _____ Date _____

COUNTY OF LOS ANGELES

How did you learn about this position?

- A. ☐ Ad B. ☐ County Employee C. ☐ County Bulletin Board D. ☐ Campus Recruitment E. ☐ Library
F. ☐ Job Fair G. ☐ Internet Social Media H. ☐ Internet Job Board I. ☐ Job Hotline J. ☐ Other
K. ☐ "Word of Mouth"/ Informal Communication L. ☐ County Website

Please comment on where you heard about this position if specified above.

EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE

Exam Number: _____ Exam Title: _____

The following voluntary information is requested for the County of Los Angeles to evaluate its hiring practices and to prepare reports required by law for the State and Federal Government. This form will be detached from the employment application. This information will be confidential and will **NOT** be used to make a decision about your employment.

A. Please mark the group that best describes your race/ethnicity.				B. Gender			
1. <input type="checkbox"/> White (not Hispanic or Latino)		3. <input type="checkbox"/> Black/African American (not Hispanic or Latino)		5. <input type="checkbox"/> Hispanic/Latino		<input type="checkbox"/> Female	
6. <input type="checkbox"/> American Indian or Alaska Native (not Hispanic or Latino) – (subject to verification)		7. <input type="checkbox"/> Asian or Pacific Islander (excluding Filipino)		8. <input type="checkbox"/> Filipino		<input type="checkbox"/> Male	
DATE OF BIRTH	Month	Day	Year	NAME	Last	First	M.I.
<p>A person with a disability is an individual who: (1) has a physical or mental impairment or medical condition that limits one or more life activities, such as walking, speaking, breathing, performing manual tasks, seeing, hearing, learning, caring for oneself or working; (2) has a record or history of such impairment or medical condition; (3) is regarded as having such an impairment or medical condition.</p> <p>Are you a person with a disability? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If "yes" contact the departmental ADA Coordinator listed on the job posting if requesting reasonable accommodation.</p>							

Revised: 6-25-2015

AFTER FIVE DAYS RETURN TO

FIRST CLASS MAIL

PLACE
FIRST
CLASS
POSTAGE
HERE